

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



June 30, 2003

COUNTY FISCAL LETTER (CFL) NO. 02/03-73

TO: ALL COUNTY WELFARE FISCAL OFFICERS
ALL COUNTY WELFARE DIRECTORS

SUBJECT: PLANNING FISCAL YEAR (FY) 2003/04 IN-HOME SUPPORTIVE
SERVICES (IHSS) PROGRAM ADMINISTRATIVE ALLOCATION

Contingent upon approval of the State Budget and outcomes of the Realignment proposal, the amounts identified on Attachment I are your planning allocation for the administrative costs associated with In Home Supportive Services (IHSS) activities, Supported Individual Providers (SIP), nurses, and denials of assistance. It is anticipated that a total of \$86.1 million in State General Fund will be available upon approval of the FY 2003/04 Budget Act.

IHSS Basic

The IHSS allocation methodology uses the following factors:

- Each county's actual average monthly paid cases for the period July 2002 through March 2003.
- Each county's FY 2001/02 actual IHSS unit cost.
- Each county's actual Title XIX usage rate based on expenditures for FY June 2002 through March 2003.
- Each county was guaranteed to receive a minimum allocation of 100% of their prior four quarters expenditures (June 2002 through March 2003).

The caseload information used in this allocation was obtained from the IHSS Management Statistics Summary Report. The allocation methodology used assumes that each IHSS/PCSP case takes 11.5 hours to process. The cases were multiplied by the 11.5-hour standard and then divided by 1,778 hours available per worker to arrive at the Full Time Equivalents for each county. An adjustment was made to provide all counties with a minimum of one-half social worker.

Attachment I also displays the IHSS health-related (HR) usage rate that is applied to the total program level to identify potential Title XIX Federal funds for those activities in both PCSP and the residual program. The State General Fund (SGF) share was calculated at 70% of the non-federal share of the program.

The State share of administrative costs for IHSS activities claimed to Program Codes (PC) 102, IHSS-Skilled Professional Medical Personnel; 103, IHSS-PCSP/HR; 104 IHSS-Non HR/NonPCSP; and 330 IHSS – Fraud, on the County Expense Claim will be charged against this allocation. Expenditures that exceed the State allocation will be transferred to county-only through State Use Only PC 193, State Use Only-IHSS.

Attachment II displays the Supportive Individual Providers (SIP) allocation. Counties that operate with SIPs were allocated additional funds based on a percent to total of the SIP amount included in the FY 2002/03 allocation. These additional funds were added to the initial base allocation.

IHSS Advisory Committee

Attachment II displays three million in Federal and State funds that is available for continued operation of the county Advisory Committee required by Assembly Bill (AB) 1682 (Chapter 90, Statutes of 1999). The SGF portion of \$1,601,000 has been distributed equally to the participating counties and has been included in your total allocation. PC 023 captures costs associated with the IHSS Advisory Committees. PC 023 is tracked against the total IHSS allocation. Please refer to CFL 00/01-48 dated December 22, 2000 for additional information related to IHSS Advisory Committee costs.

IHSS County Employer of Record

This premise, also included in Attachment II, reflects the cost of administrative activities necessary for counties to act as the employer of record for IHSS providers under Welfare and Institutions Code Section 12302.25. The estimated funding need for each of the participating counties was determined based on data received from the counties by the Department of Social Services Disability and Adult Programs Branch in conjunction with the Estimates Branch. This funding has been included in the total allocation for appropriate counties.

If you have any questions concerning this allocation, please call your county analyst in the County Financial Analysis Bureau at (916) 657-3806.

**Original Signed by Doug Park
for Gloria Merk
on June 30, 2003**

GLORIA MERK
Deputy Director
Administration Division

PLANNING FY 2003/04 IN-HOME SUPPORTIVE SERVICES (IHSS) & ADVISORY COMMITTEE ALLOCATION

| COUNTIES | FY 2003/04 IHSS ALLOCATION | FEDERAL SHARE | STATE SHARE | COUNTY SHARE | July 01-June 02 IHSS HR Usage Rate |
|-----------------|----------------------------------|----------------------|---------------------|---------------------|------------------------------------------|
| ALAMEDA | \$11,113,327 | \$5,537,792 | \$3,911,614 | \$1,663,920 | 49.39% |
| ALPINE | \$299,730 | \$107,375 | \$142,936 | \$49,419 | 0.00% |
| AMADOR | \$261,711 | \$117,280 | \$109,392 | \$35,039 | 43.87% |
| BUTTE | \$1,789,626 | \$887,720 | \$639,688 | \$262,218 | 49.23% |
| CALAVERAS | \$309,815 | \$131,112 | \$133,386 | \$45,317 | 41.00% |
| COLUSA | \$325,715 | \$138,740 | \$139,176 | \$47,798 | 41.38% |
| CONTRA COSTA | \$6,026,208 | \$3,026,909 | \$2,108,036 | \$891,263 | 49.80% |
| DEL NORTE | \$292,529 | \$111,923 | \$134,718 | \$45,888 | 36.04% |
| EL DORADO | \$446,844 | \$180,958 | \$194,421 | \$71,465 | 39.28% |
| FRESNO | \$8,030,479 | \$3,551,908 | \$3,143,650 | \$1,334,922 | 43.81% |
| GLENN | \$384,541 | \$160,386 | \$165,206 | \$58,949 | 40.51% |
| HUMBOLDT | \$1,406,543 | \$622,763 | \$556,990 | \$226,790 | 43.77% |
| IMPERIAL | \$2,115,724 | \$763,583 | \$954,890 | \$397,252 | 35.49% |
| INYO | \$218,501 | \$103,138 | \$89,042 | \$26,320 | 46.84% |
| KERN | \$3,599,270 | \$1,681,902 | \$1,350,595 | \$566,773 | 46.30% |
| KINGS | \$669,786 | \$336,161 | \$241,844 | \$91,781 | 50.00% |
| LAKE | \$921,922 | \$435,295 | \$348,958 | \$137,669 | 46.80% |
| LASSEN | \$178,360 | \$71,597 | \$83,022 | \$23,741 | 36.98% |
| LOS ANGELES | \$84,301,076 | \$41,847,143 | \$29,729,547 | \$12,724,386 | 49.19% |
| MADERA | \$664,881 | \$306,412 | \$259,237 | \$99,232 | 45.59% |
| MARIN | \$2,104,322 | \$1,036,405 | \$755,909 | \$312,008 | 48.86% |
| MARIPOSA | \$755,579 | \$344,675 | \$295,922 | \$114,982 | 32.41% |
| MENDOCINO | \$2,279,879 | \$1,147,701 | \$800,897 | \$331,281 | 49.96% |
| MERCED | \$1,398,458 | \$678,570 | \$512,260 | \$207,628 | 48.14% |
| MODOC | \$163,749 | \$65,806 | \$76,847 | \$21,096 | 36.68% |
| MONO | \$169,791 | \$39,779 | \$99,298 | \$30,714 | 12.89% |
| MONTEREY | \$2,518,519 | \$1,151,779 | \$965,110 | \$401,630 | 45.29% |
| NAPA | \$488,199 | \$226,531 | \$191,468 | \$70,200 | 45.91% |
| NEVADA | \$611,329 | \$288,095 | \$234,570 | \$88,665 | 46.71% |
| ORANGE | \$6,433,223 | \$2,852,163 | \$2,515,318 | \$1,065,743 | 43.91% |
| PLACER | \$897,645 | \$412,992 | \$347,576 | \$137,077 | 45.53% |
| PLUMAS | \$295,111 | \$136,581 | \$119,263 | \$39,267 | 45.71% |
| RIVERSIDE | \$7,844,200 | \$3,804,543 | \$2,836,374 | \$1,203,284 | 48.07% |
| SACRAMENTO | \$15,851,471 | \$7,829,298 | \$5,624,464 | \$2,397,709 | 48.95% |
| SAN BENITO | \$322,618 | \$119,864 | \$150,224 | \$52,531 | 34.94% |
| SAN BERNARDINO | \$11,696,944 | \$5,988,513 | \$4,004,654 | \$1,703,778 | 50.75% |
| SAN DIEGO | \$10,976,378 | \$5,232,503 | \$4,029,467 | \$1,714,408 | 47.24% |
| SAN FRANCISCO | \$12,985,907 | \$6,520,753 | \$4,534,421 | \$1,930,732 | 49.77% |
| SAN JOAQUIN | \$3,885,026 | \$1,914,060 | \$1,388,118 | \$582,848 | 48.85% |
| SAN LUIS OBISPO | \$1,588,462 | \$763,591 | \$585,757 | \$239,114 | 47.67% |
| SAN MATEO | \$2,204,837 | \$892,395 | \$927,098 | \$385,345 | 39.95% |
| SANTA BARBARA | \$1,698,930 | \$813,243 | \$628,333 | \$257,354 | 47.46% |
| SANTA CLARA | \$7,603,561 | \$3,756,392 | \$2,701,615 | \$1,145,553 | 48.97% |
| SANTA CRUZ | \$1,860,185 | \$941,023 | \$651,768 | \$267,394 | 50.23% |
| SHASTA | \$1,454,729 | \$695,716 | \$539,651 | \$219,362 | 47.42% |
| SIERRA | \$168,745 | \$77,982 | \$71,821 | \$18,943 | 45.45% |
| SISKIYOU | \$320,623 | \$128,781 | \$142,584 | \$49,258 | 38.49% |
| SOLANO | \$2,699,076 | \$1,351,843 | \$951,454 | \$395,780 | 49.69% |
| SONOMA | \$2,990,556 | \$1,487,037 | \$1,060,866 | \$442,652 | 49.32% |
| STANISLAUS | \$3,925,866 | \$1,975,617 | \$1,373,589 | \$576,661 | 50.21% |
| SUTTER | \$297,839 | \$140,344 | \$118,538 | \$38,957 | 46.72% |
| TEHAMA | \$609,529 | \$237,796 | \$268,523 | \$103,210 | 37.92% |
| TRINITY | \$203,674 | \$89,367 | \$88,303 | \$26,004 | 42.42% |
| TULARE | \$1,624,371 | \$840,209 | \$557,257 | \$226,905 | 51.41% |
| TUOLUMNE | \$598,387 | \$297,109 | \$219,191 | \$82,087 | 49.96% |
| VENTURA | \$2,221,269 | \$1,166,092 | \$746,990 | \$308,187 | 52.15% |
| YOLO | \$1,065,714 | \$528,168 | \$384,605 | \$152,940 | 49.24% |
| YUBA | \$669,002 | \$335,141 | \$242,010 | \$91,852 | 49.90% |
| TOTAL | \$238,840,293 | \$116,428,555 | \$86,178,456 | \$36,233,282 | 48.34% |

| COUNTIES | Distribution of FY 03/04 Advisory Committee | Distribution of FY 03/04 SIP Allocation | Employer of Record Allocation |
|-----------------|---------------------------------------------------|-----------------------------------------------|-------------------------------------|
| | Fed/State/County | Fed/State/County | Fed/State/County |
| ALAMEDA | \$52,069 | \$0 | \$0 |
| ALPINE | \$52,069 | \$0 | \$170,000 |
| AMADOR | \$52,069 | \$0 | \$0 |
| BUTTE | \$52,069 | \$0 | \$0 |
| CALAVERAS | \$52,069 | \$0 | \$0 |
| COLUSA | \$52,069 | \$57,354 | \$0 |
| CONTRA COSTA | \$52,069 | \$0 | \$0 |
| DEL NORTE | \$52,069 | \$0 | \$0 |
| EL DORADO | \$52,069 | \$0 | \$0 |
| FRESNO | \$52,069 | \$58,045 | \$0 |
| GLENN | \$52,069 | \$54,271 | \$0 |
| HUMBOLDT | \$52,069 | \$333,416 | \$0 |
| IMPERIAL | \$52,069 | \$272,999 | \$0 |
| INYO | \$52,069 | \$0 | \$0 |
| KERN | \$52,069 | \$971,553 | \$0 |
| KINGS | \$52,069 | \$36,722 | \$0 |
| LAKE | \$52,069 | \$0 | \$0 |
| LASSEN | \$52,069 | \$0 | \$0 |
| LOS ANGELES | \$52,069 | \$0 | \$0 |
| MADERA | \$52,069 | \$0 | \$0 |
| MARIN | \$52,069 | \$0 | \$0 |
| MARIPOSA | \$52,069 | \$0 | \$560,988 |
| MENDOCINO | \$52,069 | \$281,261 | \$0 |
| MERCED | \$52,069 | \$0 | \$0 |
| MODOC | \$52,069 | \$0 | \$0 |
| MONO | \$52,069 | \$0 | \$0 |
| MONTEREY | \$52,069 | \$224,785 | \$0 |
| NAPA | \$52,069 | \$60,539 | \$0 |
| NEVADA | \$52,069 | \$0 | \$0 |
| ORANGE | \$52,069 | \$0 | \$0 |
| PLACER | \$52,069 | \$0 | \$0 |
| PLUMAS | \$52,069 | \$0 | \$0 |
| RIVERSIDE | \$52,069 | \$0 | \$0 |
| SACRAMENTO | \$52,069 | \$844,709 | \$0 |
| SAN BENITO | \$52,069 | \$0 | \$0 |
| SAN BERNARDINO | \$52,069 | \$2,193,331 | \$0 |
| SAN DIEGO | \$52,069 | \$0 | \$0 |
| SAN FRANCISCO | \$52,069 | \$0 | \$0 |
| SAN JOAQUIN | \$52,069 | \$0 | \$0 |
| SAN LUIS OBISPO | \$52,069 | \$119,434 | \$0 |
| SAN MATEO | \$52,069 | \$47,257 | \$0 |
| SANTA BARBARA | \$52,069 | \$0 | \$0 |
| SANTA CLARA | \$52,069 | \$0 | \$0 |
| SANTA CRUZ | \$52,069 | \$0 | \$0 |
| SHASTA | \$52,069 | \$51,702 | \$0 |
| SIERRA | \$52,069 | \$0 | \$0 |
| SISKIYOU | \$52,069 | \$0 | \$0 |
| SOLANO | \$52,069 | \$246,717 | \$0 |
| SONOMA | \$52,069 | \$235,662 | \$0 |
| STANSLAUS | \$52,069 | \$232,888 | \$617,809 |
| SUTTER | \$52,069 | \$44,195 | \$0 |
| TEHAMA | \$52,069 | \$0 | \$0 |
| TRINITY | \$52,069 | \$0 | \$0 |
| TULARE | \$52,069 | \$0 | \$0 |
| TUOLUMNE | \$52,069 | \$79,129 | \$170,000 |
| VENTURA | \$52,069 | \$139,476 | \$0 |
| YOLO | \$52,069 | \$179,027 | \$0 |
| YUBA | \$52,069 | \$85,363 | \$0 |
| TOTAL | \$3,020,000 | \$6,849,835 | \$1,518,797 |